

~~SECRET~~

OSA-5025-63

18 September 1963

MEMORANDUM FOR: Acting Chief, Support Division, OSA
SUBJECT : OSA Imminent Move to New Fifth Floor Space

1. On this date I had a telephone conversation with Deputy Chief, Physical Security Division,

Office of Security, as a follow-up to our discussion with him on 17 September 1963. [] informed me that before the Office of Security can provide a receptionist for our space on the fifth floor, it will be necessary for this Office to obtain approval for a new slot for a GS-5 receptionist (and funds). He suggested, from his discussions with Chief, Support, Office of Security, [] that we would have to take action through the Office of Comptroller, etc., to obtain approval for this receptionist slot. He also suggested that we should request approval for necessary funds for a guard. He estimated the cost of a guard at [] per hour for sixteen hours a day during normal work days and twenty-four hours a day on Saturdays, Sundays and holidays.

[redacted] suggested that [redacted] ext. [redacted] of the 25X1A Office of Security, is presently checking to determine the exact cost for guard service.

25X1A 2. I requested [redacted] to ensure the availability of a receptionist as early as next week, and he stated that he would check to see if a receptionist is, in fact, available.

3. With regard to the stairwell connecting the fifth and sixth floors, [redacted] informed me that for safety reasons it does not appear that it will be possible for us by moving the steel mesh wire fence to have free access up and down stairs. He went on to point out that it would appear that the next best solution would be a push button type lock on the doors to our area from the stairwell on the fifth and sixth floors. This, said [redacted] should be incorporated

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in a request to Logistics which would be coordinated with
the Office of Security.

4. The above is for your information and necessary
action.

25X1A

Chief, Security Staff
OSA

25X1A

OSA/SS [redacted] spr
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